

RSA 91-A Appendix A: Draft bylaws for the State Government Energy Committee established through Executive Order 2016-3 (EO 16-3)

- I. Name: State Government Energy Committee (SGEC)
- II. Purpose: The SGEC acts as an advisory committee to support and move forward work that addresses the goals set forth in [Executive Order 2016-3](#). The order calls on New Hampshire State Government to lead by example in energy efficiency, conservation, and renewable energy; Directing SGEC to “advise the State Energy Manager and the State Fleet Manager regarding the improvement of energy management within state buildings, operations and fleets; and the development and promotion of policies to expand the State’s lead by example efforts” (EO 16-3, 2)
- III. Mission: SGEC is an advisory body which brings together agencies around the common goals of energy efficiency, energy conservation, and increased renewable energy use. The mission of the SGEC is to provide guidance and support to improve and expand energy management efforts and to reduce fossil fuel impacts of energy use occurring through State operations.
- IV. Membership: Members are identified directly by name within EO 16-3 or have been identified as “Agencies and Departments with significant opportunities for energy management” (EO 16-3, 2) called to membership within the executive order. They are:

Co-Chairs

1. Department of Environmental Services, Commissioner or designee
2. Office of Energy and Planning, Director or designee

Members Named in EO 16-3

3. Department of Administrative Services, Commissioner or designee
4. Public Utilities Commission, Commissioner or designee
5. Department of Resources and Economic Development, Commissioner or designee
6. Department of Transportation, Commissioner or designee

Members Identified as “significant opportunity for energy management”

7. Department of Health and Human Services Commissioner or designee
8. Department of Health and Human Services Institutions Division, Director of Facilities or designee
9. Department of Safety
10. Department of Corrections
11. New Hampshire Liquor Commission
12. Adjutant General

*[RSA 91-A ([Appendix A](#) of the Department of Justice Guide to RSA 91-A) specifies what constitutes a “meeting” subject to 91-A rules. **Please see the additional handout** with more details regarding RSA 91-A as SGEC needs to define their members, and what will constitute a quorum for the group.]*

- V. Decision-making: *[Here SGEC can define a quorum, if voting will be used and if so what the voting rules will be. Most groups define quorum as a majority of members but it can be any number of members. Does the group vote often/ever? Does the group want consensus or majority? Again, please see how quorum is defined in the attached memo and how a quorum may differ than the threshold attendance for a “meeting”.]*
- VI. Attendance: The committee chairs will follow-up with member agencies should attendance be an issue.
- VII. Meetings: The group will meet quarterly to be updated by energy staff regarding progress, milestones, barriers, and new ideas. SGEC members will provide guidance in meetings and support as needed to move goals forward between meetings.
- [RSA 91-A ([Appendix A](#) of the Department of Justice Guide to RSA 91-A) specifies what constitutes a “meeting” subject to 91-A rules. Please see the additional handout with more details as SGEC needs to define their members, and what will constitute a quorum for the group.]*
- VIII. Transparency: This committee will comply with New Hampshire [RSA 91-A](#), commonly referred to as the Right to Know Law. In accordance with this law, meeting notices, draft meeting agendas and draft meeting notes and all associated meeting materials will be posted on the New Hampshire Office of Energy and Planning website.
- IX. Amendments: These bylaws are created by the committee in order to provide process guidance and role clarification. Elements of the SGEC bylaws which are not dictated by Executive Order may be amended by a majority vote of committee members as needed.